



## Zoom Consultation

Thanks to modern technology, you can have a face to face tutoring session without coming in the Writing Center! In addition to the many other services offered at The “Write Place,” you can also have your writing reviewed virtually and speak to a writing tutor through the Zoom app. Follow these steps to set up your Zoom Consultation!

### Note:

- Zoom appointments can only be booked 24 hours (or more) in advance. No same day Zoom conferences will be scheduled
- You will need a phone, computer or mobile device that has a web cam
- You do not have to have a Zoom account. You simply need the meeting ID which will be included in the Zoom invite that we send

### **Book your Appointment from our Website:**

1. Go to our website (from the A&M main page under Academics & Retention The Writing Center is listed first in the dropdown menu in the left corner)
2. Writing Center--<http://www.aamu.edu/academics/academic-support-retention/writing-center/>
3. Click on “Submit Your Zoom Request”. Here you will tell us about your need and provide us with your basic information.
4. After submitting form, you will be prompted to book your Zoom appointment.
5. After booking Zoom appointment, check your email for further instructions
6. **You will receive a confirmation e-mail from The “Write Place” with instructions for uploading your essay** (*you will also receive an automatically generated confirmation of your submitted form, but do not reply to this email*)
7. Reply to The “Write Place” email and upload a copy of your draft
8. Put your first and last name in the subject line of the email
9. Attach your paper or draft as a **WORD DOCUMENT** (if you don’t have word, save as .txt or .rtf file—NO .PDF, .JPG or .PNG!)
10. You will also receive an email confirmation with a link to the Zoom conference. (*if you don’t receive this, call 256-372-5698*)

### **Book your Appointment from Facebook:**

1. You can go directly to Facebook to book your appointment.
2. Click “Book Now” on the AAMU Write Place Facebook page.
3. **You will receive a confirmation e-mail from The Write Place with instructions for uploading your essay** (*you will also receive an automatically generated confirmation of your submitted form, but do not reply to this email*)
4. Reply to The “Write Place” email and upload a copy of your draft
5. Put your first and last name in the subject line of the email
6. Attach your paper or draft as a **WORD DOCUMENT** (if you don’t have word, save as .txt or .rtf file—NO .PDF, .JPG or .PNG!)

11. You will also receive an email confirmation with a link to the Zoom conference. *(if you don't receive this, call 256-372-5698)*

**To Cancel Your Appointment:**

Call 256-372-5698

**We encourage you to come by The "Write Place" when you can to speak to a tutor directly. Walk-ins are welcome or you can schedule an appointment through GradesFirst.**